

1 October 1998



Contracting

**INTERNATIONAL MERCHANT PURCHASE
AUTHORIZATION CARD (IMPAC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil>. and the AFRCEPL (CD-ROM), published monthly.

OPR: 913 LSS/LGC (Joseph M. Madden)
Supersedes 913 AWI 64-104 dated 1 July 1997

Certified by: 913 LSS/LGC (Joseph M. Madden)
Pages: 11
Distribution: F

This instruction implements AFPD 64-1, *The Contracting System*, Mar 93. It clarifies current Air Force procedures for use of the IMPAC at Willow Grove ARS and its geographically separated units (GSU). This instruction is designed primarily to be an easy-to-use reference for IMPAC Cardholders and Billing Officials.

SUMMARY OF REVISION

This revision does not add new requirements, but consolidates numerous verbal and written directives that are currently in effect, especially the United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC), dated 28 Apr 97, which remains the final authority on IMPAC policy and procedures.

1. Policy. The Wing Commander supports use of the IMPAC to the maximum extent consistent with the United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC), dated 28 Apr 97, and is committed to achieving the Air Force goal to utilize the IMPAC for 90% of all eligible purchases.

2. Definitions:

- 2.1. Installation Program Coordinator (IPC). An employee in the Contracting Office responsible for managing the installation's IMPAC program, including establishment, training, and surveillance.
- 2.2. Financial Services Office (FSO). The customer service activity that provides liaison between local organizations and the servicing Defense Finance and Accounting Service Operating Location (OPLOC).
- 2.3. Billing Official (BO). An official, appointed by the respective wing/group commander, who is responsible for the oversight of one or more cardholders, and must review each cardholder's monthly

reconciliation of the Billing Account Statement and the cardholder Statement of Account. This official was previously referred to as the approving official.

2.4. Cardholder. A person to whom an IMPAC is issued for purposes of making purchases on behalf of his/her organization.

3. Account Establishment :

3.1. Wing/Group commanders will designate new IMPAC billing officials by letter to the IPC.

3.2. To establish a new account or extend an existing account into a new fiscal year, the BO, in coordination with the unit resource advisor, must complete an AF Form 4009, **Government Purchase Card Fund Cite Authorization**, and forward it to the FSO for establishment of a Master Account Code and/or fund certification. The AF Form 4009 includes the name of one BO, one fund citation, and may not be issued below Program Element Code (PEC) level within each squadron. For purposes of this definition, "squadron" means one of the following units:

- 3.2.1. Wing Staff.
- 3.2.2. 327th Airlift Squadron.
- 3.2.3. 913th Operations Support Flight.
- 3.2.4. 31st Aerial Port Squadron.
- 3.2.5. 92nd Aerial Port Squadron.
- 3.2.6. 913th Medical Squadron.
- 3.2.7. Recruiting Office.
- 3.2.8. 913th Maintenance Squadron.
- 3.2.9. 913th Logistics Support Squadron.
- 3.2.10. 913th Security Forces Squadron.
- 3.2.11. 913th Civil Engineering Squadron.
- 3.2.12. 913th Mission Support Squadron.
- 3.2.13. 913th Communications Flight.
- 3.2.14. 913th Services Flight.

3.3. Billing officials will add or delete IMPAC cardholders to an account by letter to the IPC. To add a cardholder, the letter must include the cardholder's name, phone number, suggested single purchase and monthly spending limits, and the Master Account Code of the AF Form 4009 that will fund the card, and all applicable Merchant Activity Type Codes. A current list of codes may be found in the LGC Public Folder on the LAN. Upon satisfactory completion of required training, the cardholder will receive a letter from the Operational Contracting Officer delegating authority to act as a purchasing agent to obtain supplies, equipment and services with the IMPAC subject to the limits explained in the letter. To delete a cardholder, the letter must include the cardholder's name and the Master Account Code of the funding document from which it is being deleted.

3.4. Because the IMPAC may only be used by the individual whose name appears on the card, serious consideration ought to be given to establishing a back-up cardholder to ensure uninterrupted purchase capability during the absence of the primary cardholder.

4. Purchase Process and Responsibilities :

4.1. The use of 913AW Form 2, **IMPAC Purchase Authorization** and the 913AW Form 4, **IMPAC Purchase Log**, are mandatory for all cardholders. Each cardholder must use a separate IMPAC Purchase Log and not share with another cardholder. Use of the 913AW Form 2 is described in paragraph **5.3.**, of this instruction. Detailed instructions for the use of the 913AW Form 4 are at **Attachment 1**.

4.2. All purchases throughout the billing cycle must be entered onto an IMPAC Purchase Log. A new IMPAC Purchase Log must be used at the beginning of each billing cycle. At the end of each billing cycle, carry forward all unbilled purchases onto the IMPAC Purchase Log for the next billing cycle (see para **6.1.** and **Attachment 1**).

4.3. The IMPAC card will not be used by anyone other than the individual whose name is on the card.

4.4. Cardholder Purchase Process:

4.4.1. Ensure that the item is authorized for purchase and all required approvals have been obtained (see para **5.** below).

4.4.2. Ensure that the cost is within the established single purchase and monthly purchase limitations established for the cardholder (if unsure, contact the BO).

4.4.3. Ensure that sufficient funds are available.

4.4.4. The cardholder is responsible for compliance with federal acquisition laws pertaining to mandatory/preferred sources for a broad range of items. The complex details are available for your review in the Contracting Office (Federal Acquisition Regulation, Part 8), or you may choose your source according to the precedence below and rest certain that all source selection laws have been followed.

4.4.4.1. Federal Prison Industries (UNICOR) must always be your first source. Although UNICOR has a variety of items available in two catalogs (UNICOR Full Line and UNICOR Quick Ship), office furniture, and certain calendars are the most likely to be required. If an item is available through UNICOR, and for any reason another source is preferred, a waiver must first be obtained from UNICOR. The full color catalog may be viewed at the UNICOR web site at: <http://www.unicor.gov>. This web site also includes an electronic waiver request option.

4.4.4.2. Items not available through UNICOR should be purchased from the GSA Supply Center or from one of the following GSA approved sources:

4.4.4.2.1. Office Depot Catalog.

4.4.4.2.2. BT Office Supplies Catalog.

4.4.4.2.3. Staples Catalog.

4.4.4.2.4. Corporate Express Catalog.

4.4.4.2.5. Boise Cascade Catalog.

4.4.4.2.6. Innovative Sales Catalog.

4.4.4.2.7. JWOD Catalog.

4.4.4.2.8. GSA Environmental Products Catalog.

4.4.4.2.9. Note : These sources are all GSA approved catalogs, and should not be confused with retail stores with similar names. Items available at these stores, as well as catalogs available to the general public, do not necessarily meet GSA standards, and should not be relied upon for compliance with government procurement guidelines. Contact the IPC for further details and access to GSA approved catalogs. In addition to catalogs, GSA's on-line shopping service (<http://www.fss.gsa.gov>) enables customers to search on product specific information (i.e. NSN, part number, common name), review delivery options, and place orders instantly. GSA Advantagetm also provides access to JWOD/NIB/NISH products.

4.4.4.3. If a cardholder chooses to purchase an item available from one of the sources above, from any other source, the cardholder is responsible for compliance with the FAR, Part 8. Contact the Contracting Office for details.

4.4.4.4. Unless buying from UNICOR, cardholders also have an obligation to meet EPA guidelines on recycled content. The simplest way to meet these guidelines is to use the GSA Environmental Products Catalog as your first source.

4.4.5. All shipping costs must be included in the purchase price.

4.4.6. Sales taxes should not be paid.

4.4.7. Ensure that a reasonable price is obtained.

4.4.8. Rotate sources whenever practical.

4.4.9. Ensure that the quantity and quality of the items/services furnished are in accordance with the agreement (verbal or written) with the vendor.

4.4.10. Enter purchase onto the IMPAC Purchase Log.

5. Allowed/Prohibited Items . In addition to the specific IMPAC purchase restrictions below, you should be aware that there are some long-standing restrictions on the use of appropriated government funds, regardless of the means of purchase (IMPAC, AF Form 9, DD Form 1348-6, AF Form 2005, etc.). These include, but are not limited to: calling cards, greeting cards, entertainment, refreshments, appliances, awards, gifts, special drinking water, etc. If you are unsure about the appropriateness of a purchase, please call the Financial Analysis Office (x1545) and ask.

5.1. Purchases Allowed:

5.1.1. Supplies, equipment, and non-personal services up to \$2,500 unless specifically prohibited in paragraphs **5.2.** or **5.3.** below.

5.1.2. Purchases up to \$25,000 to obtain items listed in pre-priced contracts and agreements, unless specifically prohibited in paragraphs **5.2.** or **5.3.** below.

5.1.3. The following items/services will be centrally procured with IMPAC accounts maintained in the offices indicated. These items/services should not be purchased by cardholders outside of the indicated offices:

5.1.3.1. Printing and copying services through DAPS (SCB).

5.1.3.2. Computers and related hardware (LGC) - See Note 1.

5.1.3.3. Unit-pay contract lodging (except GSUs) (SVF).

5.1.3.4. Automotive parts (LGTM).

5.1.3.5. Individual clothing and equipment (except GSUs) (LGSDR), which includes:

5.1.3.5.1. Initial Issue.

5.1.3.5.2. Replacement.

5.1.3.6. Organizational clothing and equipment (LGSDR) - See Note 2 - which includes:

5.1.3.6.1. Safety Glasses.

5.1.3.6.2. Prescription Safety Glasses.

5.1.3.6.3. Safety Footwear.

5.1.3.6.4. Note 1 . Although computers and related hardware must be centrally procured through LGC, the order must be accompanied by a 913AW Form 2, **IMPAC Purchase Authorization**, signed by a representative from the Communications Flight (re: paragraph [5.3.2.](#)).

5.1.3.6.5. Note 2 . Although safety glasses and safety footwear must be centrally procured through LGSDR, the order must be accompanied by a 913AW Form 2, IMPAC Purchase Authorization, signed by a representative from the Wing Safety Office (re: paragraph [5.3.10.](#)).

5.2. Purchases Prohibited:

5.2.1. Purchases exceeding \$2,500, unless against a pre-priced contract or agreement.

5.2.2. Items for personal convenience or consumption.

5.2.3. Cash advances.

5.2.4. Travel related expenses (airfare, meals, lodging, etc).

5.2.5. Rentals or leases of buildings and land longer than 30 days.

5.2.6. Aviation, diesel and gasoline fuels or oil.

5.2.7. Services and repairs covered by existing contracts.

5.2.8. Commercial (non-DAPS) printing and copying.

5.2.9. Personal services.

5.2.10. Classified and sensitive items.

5.2.11. Construction services exceeding \$2,000.

5.2.12. Use as a telephone calling card.

5.2.13. Services that require a written statement of work.

5.2.14. Temporary personnel costs.

5.2.15. Explosives, munitions, toxins and firearms.

5.2.16. Any item listed in paragraph [5.1.3](#) above by a cardholder outside the offices indicated.

5.3. Purchases Requiring Prior Written Authorization. Prior to the purchase of items from the following categories, written approval must be obtained on a 913AW Form 2, **IMPAC Purchase Authorization**, from the office indicated (GSUs located more than 50 miles from Willow Grove ARS may obtain telephonic approval and annotate the 913 AW Form 2 with the name of the individual providing the authorization.). Contact the office indicated if you require more information about which items require prior written approval.

5.3.1. Potentially Hazardous Materials (SGPB/LGSM) - Identified in FEDLOG with Hazardous Material Indicator Code (HMIC) of "Y". In addition to the 913AW Form 2, **IMPAC Purchase Authorization**, an approved AF Form 3952, **Chemical Hazardous Material Request/Authorization**, must also be obtained prior to purchase. For example:

5.3.1.1. Acetone.

5.3.1.2. Refrigerants.

5.3.1.3. Alcohol.

5.3.1.4. Poisons.

5.3.1.5. Benzol.

5.3.1.6. Radioactive Materials.

5.3.1.7. Ether.

5.3.1.8. Corrosive Materials.

5.3.1.9. Gasoline.

5.3.1.10. Cleaning Solvents.

5.3.1.11. Naphtha.

5.3.1.12. Color Toner for Photocopiers.

5.3.1.13. Paint.

5.3.1.14. Ozone Depleting Substances.

5.3.1.15. Pesticides.

5.3.2. Computer Equipment (SC). The approved 913AW Form 2, **IMPAC Purchase Authorization**, must be delivered to LGC for central procurement. Only the following items require approval:

5.3.2.1. Desktop/Notebook/Laptop Computers.

5.3.2.2. Docking Stations.

5.3.2.3. Monitors.

- 5.3.2.4. Printers.
- 5.3.2.5. Scanners.
- 5.3.2.6. External Drives/External CD-ROMs/External Modems.
- 5.3.3. Telephone Instruments and Related Equipment (SC). For example:
 - 5.3.3.1. Handsets.
 - 5.3.3.2. Answering Machines.
 - 5.3.3.3. Amplified Sound Handsets.
- 5.3.4. Video Equipment and Services (SC). For example:
 - 5.3.4.1. VCR.
 - 5.3.4.2. Camera.
 - 5.3.4.3. Digital Video Display.
 - 5.3.4.4. Photography.
- 5.3.5. Civil Engineering Materials (CEO). For example:
 - 5.3.5.1. Lumber.
 - 5.3.5.2. Plumbing Piping and Fixtures.
 - 5.3.5.3. Electric Wiring or Electrical Supplies.
 - 5.3.5.4. Gardening Tools.
 - 5.3.5.5. Flowers.
- 5.3.6. Real Property Installed Equipment (CEO). For example:
 - 5.3.6.1. Items that plug in to an electricity source.
 - 5.3.6.2. Items that connect to water sources.
 - 5.3.6.3. Items that attach to floors, walls or ceilings.
- 5.3.7. Professional Services (LGC). For example:
 - 5.3.7.1. Lawyer.
 - 5.3.7.2. Doctor.
 - 5.3.7.3. Architect.
- 5.3.8. Non-Expendable Supplies and Equipment (LGSM). Identified in FEDLOG with Reparability/Recovery Code (RC) of "U". For example:
 - 5.3.8.1. Typewriter.
 - 5.3.8.2. Microwave.
 - 5.3.8.3. Vacuum Cleaner.
- 5.3.9. Personal Protective Equipment (SGPB). Only the following item require approval:
 - 5.3.9.1. Hearing Protection.

5.3.9.2. Respirators.

5.3.9.3. Laser Eye Wear.

5.3.9.4. Chemical Protective Clothing.

5.3.9.5. PPE for Ionizing Radiation; Ultraviolet Radiation; Heat Stress and Ergonomic Stress.

5.3.10. Personal Protective Equipment (SE). The following items require approval. The approved 913 AW Form 2, **IMPAC Purchase Authorization**, must be delivered to LGSMD for central procurement:

5.3.10.1. Safety Glasses.

5.3.10.2. Prescription Safety Glasses.

5.3.10.3. Safety Footwear.

5.3.10.4. Hard Hats (not helmets).

5.3.10.5. Items Procured for Personal Protection.

5.3.11. MWR Type Equipment (LGS). For example:

5.3.11.1. Sports Equipment.

5.3.11.2. Athletic Clothing.

5.3.12. Aircraft Parts (LGS).

5.3.13. Repair Services (LGC). The Contracting Office must be contacted prior to any repair service to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person in Contracting shall be entered on the 913 AW Form 2.

5.3.14. Construction Services up to \$2,000 (LGC).

5.3.15. Advertisements (LGC).

5.3.16. Rental/Lease of Motor Vehicle (LGT).

5.3.17. Rental/Lease of Material Handling Equipment and Aircraft Support Equipment (LGT).

5.3.18. Medical Items (MDS).

5.4. Cardholders are reminded that LGC, especially the warranted contracting officers and the IPC, are your business advisors. They will sit down anytime, generally on reasonable notice, to discuss best sources for individual cardholders. There are hundreds of contracts available for use by cardholders and LGC can advise you how to access them.

6. Reconciliation/Billing :

6.1. Cardholder:

6.1.1. Upon receipt of the monthly cardholder Statement of Account (SOA), review it for accuracy, comparing each transaction on the SOA with those recorded on your 913AW Form 4, **IMPAC Purchase Log**. If the transaction amounts agree, skip to paragraph [6.1.2](#) below. If there is a problem, first attempt to resolve it with the vendor. If unsuccessful, you will have 60 days to submit a Cardholder Statement of Questionable Item (CSQI) form to the bank. Consult the IPC

for details on filing a CSQI. All unbilled transactions must be carried forward to the following month's IMPAC Purchase Log.

6.1.2. Sign and date the IMPAC Purchase Log, and forward the original, with the original SOA, to the BO within 3 workdays.

6.1.3. Retain copies of the IMPAC Purchase Log (with all supporting documentation) and the SOA for 1 year after final payment (AFMAN 37-139, Table 64-4, R26).

6.2. Billing Official:

6.2.1. Upon receipt of the signed 913AW Forms 4, **IMPAC Purchase Logs** and SOAs from the cardholders, verify that all transactions were appropriate given the duties of the cardholders and mission of the unit, and that purchases were made in accordance with these procedures.

6.2.2. Upon receipt of the monthly Billing Account Statement from the bank, reconcile it with the cardholders' documentation, sign, date, and forward the original to the FSO within 5 workdays.

6.2.3. Retain a copy of the Billing Account Statement, with the original IMPAC Purchase Logs and SOAs attached, for 1 year after final payment (AFMAN 37-139, Table 64-4, R26).

6.3. Leave or TDY. If the cardholder will be on leave or TDY during the time SOAs are normally distributed, the cardholder shall forward the purchase log and all supporting documentation to the BO. The BO will send the Billing Account Statement to the FSO for payment within five workdays of receipt as usual. When the cardholder returns, he/she must sign the original SOA and forward it to the BO.

7. Surveillance :

7.1. Annual surveillance of cardholder and BO records will be conducted by the IPC using the Air Force IMPAC Surveillance Guide. A copy of the written results will be provided to the cardholder, BO, and respective wing/group commander.

7.2. If through surveillance, or any other means, it is discovered that a cardholder is in violation of established procedures, appropriate action will be taken to preclude a recurrence. Action taken will be commensurate with the violation. Contact the IPC for specific guidance.

8. Security :

8.1. The Cardholder will safeguard the IMPAC and account number at all times. When the IMPAC is not being used, it will either be carried on the cardholder's person (in their wallet or purse) or secured in a locked container. A cardholder will not allow anyone to use his/her IMPAC or account number. A violation of this trust will result in withdrawal of the IMPAC from the cardholder with potential for subsequent disciplinary action.

8.2. Lost or Stolen Cards. Immediately notify U.S. Bank and your BO in the event a card has been lost or stolen, or if the cardholder suspects the account number has been compromised in a fraudulent manner. U.S. Bank may be notified 24-hours a day by calling 1-(800)-227-6736, or by calling collect, (701)-461-2020 or facsimile (701) 461-2466. The government is not liable for unauthorized use of the IMPAC (use of an IMPAC by a person other than the cardholder, who has no actual, implied, or apparent authority for such use). The BO must notify the IPC of the lost, stolen or compromised card no later than the next workday.

9. This is the prescribing directive for 913AW Form 2, **IMPAC Purchase Authorization**, and 913AW Form 4, **IMPAC Purchase Log**.

CHARLES D. ETHREDGE, Col, USAFR
Commander

Attachment 1**INSTRUCTIONS FOR COMPLETING 913AW FORM 4, IMPAC PURCHASE LOG**

A1.1. A new 913AW Form 4, **IMPAC Purchase Log** must be initiated at the beginning of each billing cycle. Billing cycles run from the 26th of a month through the 25th of the following month.

A1.2. As purchases are made, enter them into the log:

A1.2.1. Column (a). Date of Purchase.

A1.2.2. Column (b). Enter a description of the entire purchase, i.e. office supplies. It is not necessary to list each individual item included in a purchase, just one entry for the entire purchase.

A1.2.3. Columns (c) and (d). Self-explanatory.

A1.2.4. Column (e). Enter the date the merchandise or service was actually received.

A1.2.5. Column (f). Leave blank.

A1.2.6. Beginning Balance Block. Enter the amount of money allocated by the Billing Official at the beginning of the fiscal year or account opening. At the beginning of subsequent billing cycles, enter the fund balance carried forward from the previous month.

A1.2.7. Column (g). Enter the result of subtracting the total cost of the purchase from the funding balance available on the line above.

A1.3. Upon receipt of the monthly Cardholder Statement of Account (SOA), reconcile the SOA to the IMPAC Purchase Log by entering the actual amount of the charge from the SOA into Column (f) of the IMPAC Purchase Log. In cases where the SOA amount does not agree with the original entry, take one of the following actions:

A1.3.1. If the difference is minor and the Cardholder believes the SOA amount to be correct, adjust the funding balance accordingly, including the amount carried forward into the next billing cycle.

A1.3.2. If the charge is in dispute, refer to paragraph **6.1.1.** of this instruction, and adjust the funding balance, if necessary, when resolved.

A1.4. Once the entire SOA has been reconciled, carry forward to the next billing cycle all entries that were not included on the SOA. Carry-forward the information in Columns (a)-(e) only. Columns (f) and (g) will be left blank.

A1.5. Refer to paragraph **6.** of this instruction for complete reconciliation and billing procedures.